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Ammunition team completes another major shipment

Tooele Army Depot (TEAD) continues to provide vital support to the war efforts in Southwest Asia. The most recent efforts involved shipping approximately 120 milvans of critical munitions by 8 Oct. These milvans are part of a larger shipment going to resupply our military personnel.

TEAD was notified on 9 September that we would receive Material Release Orders for a large shipment of munitions which had to be shipped between 4 and 8 October. The shipment includes various small arms, flares, and various packaging material. The actual loading of the milvans began on 11 September and the majority of the effort was completed by 23 September.

The Ammunition team worked 12 hours a day, 6 days a week during this time to

ensure meeting the required delivery date. The majority of the milvans went by rail and the remaining was shipped by commercial trucks.

This effort was successfully completed while continuing to ship other munitions to meet the demand of customers.

Again, the ammunition team completed this shipping order with no lost time or serious injuries or accidents.

Job well done.



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Tooele Army Depot Superstacker staging containers for shipment.



LTC Karol L. Ripley
TEAD Commander

COMMANDER'S CORNER

It's the first day of Autumn and I'm walking around the headquarters building. I can already feel a definite crispness in the air. The season is changing just like life at home and at work. I am watching the changes on this building as we redo the exterior. The change is beautiful but we miss the trees. Changes are all around us. My first year has passed too quickly and by this time next year, TEAD will have a new Commander. It is a very positive opportunity for the depot—we will be getting a full Colonel as Commander. Colonel Anne Davis will be coming to us with a Doctorate degree in Human Resources and with previous

Command time of Hawthorne. With her arrival, Hawthorne will fall under Tooele Army Depot. Recently we've added Riverbank Army Ammunition Plant in California under our command and control as well.

Change is an ever-present part of our personal and professional lives. Kaye Saling retired from my front office, and we miss her dearly, but Carolyn Walters is doing a great job keeping us squared away until our new secretary arrives in October. Change is often difficult.

I think of the many people who have retired recently with 25, 30 or more years of experience. Their departure is a huge loss for us; but is also a new beginning for them and others as they step up to fill the gaps left behind. We wish all our retirees the very best in their retirement and future happiness. Sometimes change is necessary.

I'm drawn to the 48 continuous improvement projects

(Lean and Six Sigma) that have saved us \$586K thus far. Those improvements are your good ideas put to work to make us even better. I also recall the \$4.654M reduction in costs we have identified from FY04 to FY05 and beyond to make us more financially stable.

As I look out over the valley and I see the ever so light dusting of snow on top of the mountains, I recognize change is inevitable. I am happy to be here as we journey together through the changes in life.

Best wishes to each of you.

-LTC Karol L. Ripley

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STAFF

TEAD Commander.....LTC Karol L. Ripley
Public Affairs Officer.....Kathy Anderson
Editor/Photographer.....Kathy Anderson
Web site.....TEAD.Army.Mil



Fire Prevention Week

October 3-9, 2004

“Test Your Smoke Alarms”



Safety Lessons save lives:

“It’s Fire Prevention Week: Test Your Smoke Alarms” - that’s the theme of FPW 2004, the annual safety campaign that NFPA has sponsored since 1922. Testing smoke alarms may sound like basic advice, but this lesson can save lives. All too often the presence of a working smoke alarm can mean the difference between life and death. But despite the fact that smoke alarms are now widely popular, roughly 70% of home fire deaths results from fires in homes with no smoke alarms or no working smoke alarms. Because fire can spread through a home so quickly, it is essential that everyone in your family be able to recognize the sound of the alarm, and has a plan for getting out safely. Smoke alarms are the fire safety success story of the 20th century, but they can’t save your life if they’re not working. Test your smoke alarm today. It could make all the difference.

To protect your life and property, your smoke alarms must work:

- Test every smoke alarm in your home at least once a month, following the manufacturer’s instructions. Replace the batteries in all your smoke alarms at least once a year or as soon as the alarm “*chirps*” warning the battery is low.
- Test your alarms monthly even if your alarms use “**long life**” 10 year batteries or are powered by household current.
- Schedule battery replacement on a day you’ll remember and make it an annual routine.
- Smoke alarms don’t last forever—replace any smoke alarm that’s 10 years old.
- Consider installing smoke alarms with “**long life**” (10 year) batteries. These alarms must be tested once a month.
- Clean your smoke alarms regularly, following the manufacturer’s instructions.
- Hold home fire drills at least twice a year. Pretend some exits are blocked to make them realistic. Practice your escape in the dark.
- Draw a floor plan of your home showing two escape routes—including windows—from each room. Discuss escape plans with everyone in the household.
- Choose a meeting place outside your home where everyone can meet when they’ve escaped.

Security Awareness Month

While security remains the responsibility of each and every person, it begins with those in leadership. The Global War on Terrorism, recent incidents of sensitive but unclassified and classified information placed on non-government web sites and/or unclassified government systems, and evolving security challenges as a result of Homeland Security efforts requires each of us to apply a renewed focus on security policy and procedures to address today’s ever changing threat environment.

As part of a HQDA DCS, G-2 renewed emphases on security and promotion of Army security programs, the month of October as the annual Security Awareness Month.

You are reminded that Security Awareness Month is just one segment of a robust command security program. A comprehensive knowledge of Army security policy, effective implementation of Army security procedures, and individual

security awareness is not achieved by a once-a-year security event. It is imperative that each Army organization establish a continuous Security Awareness, Education, and Training program to support development of innovative methods to streamline Army security practices, aid in mitigating security risks, and increase security awareness and knowledge on the part of ALL Army personnel.

*Keith B. Alexander
Lieutenant General, GS
Deputy Chief of Staff, G-2*

Government Purchase Cards—fraud/misuse

Recent Government Accounting Office reports emphasize the need to educate all government purchase card participants to ensure public funds are spent appropriately.

Most cardholders and billing officials are not well versed in appropriations law, nor should they be, however, ignorance of this law is not an acceptable excuse to avoid liability.

Unauthorized services and supplies and those nonessential to the mission shall not be obtained with the GPC under any circumstances. Following orders of a superior, heavy workload, good work or service record, lack of experience, supervision, or training; or financial hardship are not factors for relief from liability related to GPC fraud/misuse.

Cardholders should request legal advice prior to purchasing any item that would cause one to question the appropriate expenditure of taxpayer money.

Individuals involved in spending

taxpayer money hold a public trust.

Government purchase card participants must ensure the highest ethical standards and sound business judgment are always applied when obligating government funds.

Intentional use of the GPC for other than official government business may be considered an attempt to commit fraud against the U.S. Government.

Fraudulent use of the GPC is a violation of the U.S. Code, and a violation of the Uniform Code of Military Justice, for those in the military.

Non-criminal misuse of the GPC may result in the immediate cancellation of an individual's card, pecuniary liability, and negative administrative or disciplinary action against the cardholder or billing official.

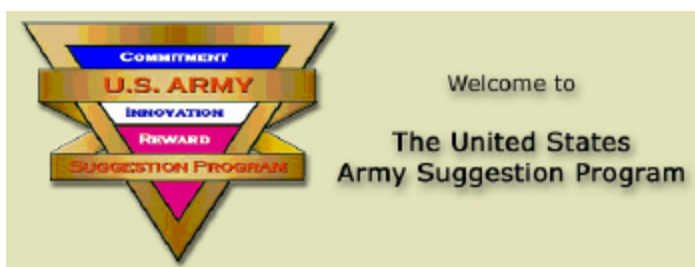
For additional information regarding the Government Purchase Card Program, please call Melanie Russell, at 833-2820

List of questionable purchases

To ensure the propriety of purchasing certain items, cardholders are responsible for ensuring these purchases are properly documented, and legal approvals are obtained from their servicing legal office prior to purchasing:

- Advertising
- Any form of entertainment
- Bottled water
- Business cards
- Clothing
- Commander's coins
- Commemorative items
- Conferences speaker's fees
- Employee convenience items
- Flowers and greeting cards
- Light refreshments served at official meetings
- Lodging/rental cars/other travel costs
- Luggage and briefcases
- Office decorations and plants
- Paper plates/paper cups/napkins
- Plastic cutlery
- Printing not through GPO
- Professional licensure
- Professional membership
- Working lunches

Army Suggestion Program



We encourage soldiers and civilians to submit ideas that increase the efficiency and productivity of the Army. Improve morale by providing individuals with the opportunity to voluntarily take part in the improvement of operations and the quality of life within the Army. The Army Suggestion Program also provides cash award incentives up to \$25,000 for adopted ideas that save Government resources.

To be accepted in the ASP, a suggestion must satisfy the following conditions:

1. Benefit the Army or the other U.S. Government activity.
2. Present a problem or situation and propose a solution with sufficient rationale to support the requested new procedure.
3. If the suggestion has been put into effect prior to submission, it cannot have been in effect over 90 days.

Effective immediately, all suggestions will be processed through the AKO based Army Suggestion Program.

Suggesters must use their AKO userid and password to use the system.

<https://armysuggestions.army.mil>

AKO gets software update

Despite the delay in issuing the Army Knowledge Online's lead system integrator request for proposals, Army officials have stayed on track with the Web portal's software updates. On July 30, officials started letting AKO users test the portal's new capabilities.

The three-week user test gave subscribers an opportunity to sample and comment on new collaboration and community building features that will be part of the coming AKO Version 3.

The test represented the first significant software update to the portal since its inception in 2001.

AKO V.3, as the project is called, consists of enhancements that make it easier for users to navigate, chat, send instant messages and manage documents via the portal. It also will allow

Army communities—such as the armor, chaplain and inspector general—to create a miniportal and manage and update information there.

As of Aug 3, 8,000 AKO users were participating in the user acceptance test. About 1.7 million people hold AKO accounts, with 250,000 using the portal daily.

Army officials ended the test on Aug 18. Service members will start using AKO V.3 that day and will complete product installation by the end of the month.



*One person can make a world of difference,
are you that person?*

October is Energy Month, and to celebrate your efforts, members of the TEAD Energy Council and your building monitors will be providing some small tokens to thank you for your conservation efforts. In addition we will be running a month long campaign to increase energy awareness. During the month of October if you will submit an energy suggestion, or make a recommendation to save energy where you work, your name will be placed in a drawing for prizes. Those prizes include hats, canvas briefcases, chair-cooler combinations, and golf balls. Your suggestions can be as simple as “replace the broken window in building...”

For those great and unique suggestions, remember to submit them to the suggestion program as well.

You can turn in your suggestions to John Lachowsky, Bldg 1246; Claudia Merino, Bldg 501; Ranay Rudie, Bldg 501, or Jay Weyland, Bldg 501.



Employee's Corner



LTC Ripley, TEAD commander, has officially sworn Tom Hammond, Internal Review and Audit Officer, in as TEAD Acting Inspector General, on August 31, 2004. Tom can be reached by calling 833-3294. He is physically located in Bldg 501. As a reminder, the depot Hotline number is 833-2200.

This years VERA/VSIP program took several of our TEAD family. The depot had 30 employees retire under this program. We would like to say goodbye and good luck to all of them. They will be greatly missed by all co-workers, but it will be an opportunity for others to back fill these positions or assume other duties.

LTC Ripley, TEAD commander, presented each of them with a DoD retirement certificate.

Director of Ammunition Logistics and Engineering:

Harry Keysaw, Patsy Anderson, Gwen Bullock, Steven Kohles, Byron Lowry, Mike Stonebraker, Virginia Hall, Jack Brooks, Byron Peterson, Kathy Kubiceck, Glen Turnbow, Wayne Giacimini, Karen Hinkel, Charlene Diehl, Kathleen Bradshaw, Gordon Davis, Fred Lowry, Alex Mondragon, and Phil Windley.

Director of Public Works:

Nolan Critchlow, Carl Anthony, Al Procaccio, John Burton, Earl Rose, Bob Fresquez, Lynn Allie, and Larry Clark.

Director of Resources: Fred Roberts

Office of the Commander: Kaye Saling and Jess Barrett

DoD issues 'green procurement' Policy

Department of Defense—

The Department of Defense announced Sept. 1 an important step forward in its efforts to align mission and environmental stewardship by issuing a new "green procurement" policy.

The policy affirms a goal of 100% compliance with federal laws and executive orders requiring purchase of environmentally friendly, or "green," products and services. The policy also outlines a strategy for meeting those requirements along with metrics for measuring progress.

In taking this step, DoD is reemphasizing its commitment to the environment and its position that simply complying with environmental laws and regulations is not enough.

"Employing the department's purchasing power to conserve energy and natural resources can have a substantial positive impact on the long-term sustainability of the DoD mission and its facilities, as well as our nation as a whole," said Ray Dubois, deputy under secretary of defense for installations and environment.

Key to the policy's issuance and ultimate success is the close partnership between the environmental and procurement communities across DoD.

"The green procurement program is designed to enhance and sustain mission readiness through cost effective acquisition that not only meets regulatory requirements, but also reduces

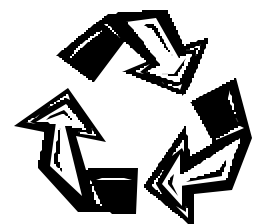
resource consumption and waste generation," said Deidre Lee, director of defense procurement and acquisition policy. "Our new policy calls for procurement and environmental organizations across the department to assist purchasers in making the right decisions that result in cost effective, mission-enabling and environmentally sound purchases."

The new policy also has been well received outside of DoD.

"We have been recommending that agencies take a holistic approach that addresses all components of federal green purchasing," said Edwin Pinero, the administration's acting federal environmental executive. "DoD is the first to fully embrace this

approach. As the new model for the federal government, it holds great potential for sustainable environmental stewardship in DoD and other federal agencies.

The department and the Environmental Protection Agency view the policy as an example of the increasing alignment of the national security and environmental stewardship missions.



Employees need to feel valued

When someone notices the work that an employee does that usually translates into the employee coming to feel valued. And all human beings need and want to feel valued.

Marriages, friendships and partnerships often come to an ugly end because one or more members come to feel they are not valued.

Employees especially respond to praise that comes from a boss or supervisor. Sometimes just a knowing look, smile or thank you is enough to give employees the message that they are recognized and therefore valued.

If you are a supervisor, manager or boss, it is important that you make employee recognition part of your daily life. It should not be something you save for special occasions.

Some leaders make excuses for not recognizing their employees. Some say that they don't believe that people should be rewarded for just doing what it is they're paid to do. Some claim they don't have time to recognize employees. Some say that it becomes meaningless if it is done too much. Some say that employees don't really care anyway. Some say that people will feel like they are doing enough if they are praised and they will stop trying to do more. And some supervisors say recognizing employees is not what they are paid to do. Every one of these excuses is good example of how good leaders should not behave.

The truth is people love positive reinforcement, and it's pretty hard to give them too much of that. And if you don't have time, it's probably a good idea for you to make time to reward your employees. And if you think that too much praise will ruin your employees' motivation, you should learn that it's not too much praise that does this—but insincere praise that can be demotivating. Leaders shouldn't take their subordinates for granted. And people rarely slow down production because they've been praised.

And remember, if you're a leader—a good leader, that is—recognizing and rewarding employees is definitely your job.

-adapted from Manager's Tips and Tools from the Johns Hopkins Health System Web site



Events for October

Daily -

Oct 1. World Vegetarian Day. To celebrate vegetarianism's benefits to humans, animals and our planet.

Oct 11. Columbus Day. To commemorate the landing of Columbus in the New World on Oct 12, 1492.

Oct 15. National Boss Day. A day for employees to honor their bosses.

Oct 29. Take Back Your Time Day. An initiative to challenge the epidemic of over-work by encouraging workers to take all or part of their workday off.

Oct 31. Halloween. An ancient celebration combining Druid autumn festival and Christian customs.

Oct 31. Day Light Savings Time Ends.

Monthly -

Adopt-A-Shelter-Dog Month

Computer Learning Month

Eat Better, Eat Together Month

Emotional Wellness Month

Halloween Safety Month

National Sarcastics Awareness Month



ACTING IG
Tom Hammond
833-3294

SAFETY
OFFICE
Bldg 400
833-3888

EEO Officer
Geneal Frazier
833-2694

